

Peace Corps SharePoint Portal Cleanup



Project Title	Peace Corps SharePoint Portal Cleanup
Project Summary	Assist the Peace Corps in herculean effort to move, structure, and create SharePoint content for its 62 posts and Headquarters.
Country	United States

Project Description

The Peace Corps is a volunteer program run by the United States government. Its official mission is to provide social and economic development abroad through technical assistance, while promoting mutual understanding between Americans and populations served.

This internship is an opportunity to work alongside a Peace Corps knowledge management team on an initiative to provide a better collaboration experience for its HQ and overseas staff.

The Peace Corps current deploys SharePoint 2007 to each of its posts. This software is being upgraded to version 2016 and the hosting will move from the Posts to the Headquarters. This means all of the content from the Posts will need to be cultivated, reviewed and moved into new portal home. This process will be shepherd by the Office of the Chief Information Officer (OCIO) and supported by its business partners and Posts in the Agency.

Required Skills or Interests

Skill(s)

Analytical writing

Data analysis

Design thinking

Editing and proofreading

Research

Writing

Additional Information

Required Skill(s) or Interests

SharePoint 2007/2013/2016, Problem-solving, Microsoft Office, Self-motivation & independence, Windows 7/10, and Attention to Detail.

Additional Information

You will work closely with the Peace Corps Business Office and Knowledge Programs and Infrastructure professionals in the Office of Chief Information Officer (OCIO).

Interested Peace Corps departments may include the Office of Volunteer Recruitment and Selection (VRS), Office of third Goal and Returned Volunteer Services (D/3GL), the Office of Global Operations (OGO), Peace Corps Response as well as the Regions and Post Leadership.

The ideal candidate will have experience in SharePoint 2007 or newer and government computing. You should be available for infrequent video calls during business hours (east coast time) monthly and weekly sync meetings. The Peace Corps team is flexible and the work can be performed anytime during the week.

Language Requirements

None